

## **STATE PORTS CONSULTATIVE COMMITTEE ORDER, 1982**

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## **STATE PORTS CONSULTATIVE COMMITTEE ORDER, 1982**

In exercise of the powers conferred by sub-section (5) of section 105 of the Gujarat Maritime Board Act, 1981 (Gujarat 30 of 1981) the Government of Gujarat hereby makes the following order, namely:-

### **1. Short title :-**

This order may be called the State Ports Consultative Committee Order, 1982.

### **CHAPTER 1** **PRELIMINARY**

### **2. Definitions :-**

(l) In this order, unless the context otherwise requires:-

(a) 'Act' means the Gujarat Maritime Board Act, 1981.

(b) 'Committee' means the State Ports Consultative Committee constituted under sub-section (1) of section 105 of the Act.

(c) 'Clear days' means days exclusive of the day of issue of notice of intimation and of the day of meeting;

(d) 'Section' means section of the Act;

(e) 'Secretary' means the Secretary of the Committee.

(2) The words and expressions used but not defined in this order shall have the meaning assigned to them in the Act.

## CHAPTER 2

### CALLING OF AND PROCEDURE OF MEETING

#### **3. Date, Time and place of meeting of the Committee :-**

The Committee shall meet at least twice in a year, on such date, time and at the head quarter of the Board at such other place as may be fixed by the Chairman or the Secretary with the approval of the Chairman.

#### **4. Notice of Meeting :-**

The Secretary shall give at least ten clear days' notice of meeting to all the members stating the date, time and place of and the business to be transacted at such meeting.

#### **5. Mode of delivery of notice :-**

Every notice of the meeting shall be sent to the members by ordinary post under certificate of posting or by hand delivery.

#### **6. Agenda of the meeting :-**

(l) A copy of the agenda (with notes If any) shall be circulated to all members of the Board, before the date fixed for the meeting.

(2) The papers connected with the items of agenda shall be made available if required at the time of meeting.

(3) Notwithstanding anything contained in sub-clause (1), any matter not Included in the agenda of the meeting of the committee on which decision of the committee is urgently required, may with the approval of the Chairman be placed before the Committee at such meeting and the Committee may consider such matter.

(4) Any member desiring to ask any information relating to any of the items of the agenda of the meeting or any other point concerning the affairs of the Committee as provided in the functions of the committee under sub-section (3) of section 105 of the Act, shall give adequate notice to the Secretary to collect necessary Information.

## **7. Quorum :-**

(1) The quorum necessary for the transaction of the business at a meeting of the Committee shall be one half of the total number of the members of the Committee Including the Chairman.

(2) If within thirty minutes from the time appointed for the meeting, there be no quorum, the Chairman shall adjourn the meeting to some other day, at such time and place as he may reasonably fix and the business which would have been brought before the original meeting had there been a quorum thereat, shall be brought before the adjourned meeting and may be disposed of at such meeting or at any subsequent adjournment thereof: Provided that no business shall be transacted at any adjourned meeting other than that left undisposed of at the previous meeting.

## **8. Transaction of business. :-**

(1) Except with the permission of the Chairman, no business which is not entered in the Agenda shall be transacted at any meeting.

(2) The business to be transacted at any meeting shall be taken up In the order in which it is entered in the Agenda: Provided that in granting permission for priority for transaction any business, the decision of the Chairman shall be final.

## **9. Conduct of members during meeting :-**

(1) A member who desires to make observation on any matter before the meeting, shall if called upon by the Chairman address his remark to the Chairman.

(2) A member shall confine his speech strictly to the question before the meeting and shall cease to make remarks which are held by the Chairman to be irrelevant or offensive.

## **10. Procedure for leaving meeting :-**

A meeting who wishes to leave the meeting before its closure shall, immediately before leaving intimate his intention to the Chairman.

## **11. Recording and signing of minutes of a meeting. :-**

(1) The decision reached in the meeting shall be recorded and complied with by the Secretary in an appropriate manner.

(2) The Secretary shall keep and maintain a minute book which shall contain the names of the members of the committee present at a meeting and the minutes duly signed by the Chairman of such meeting. A copy of the approved minutes shall be sent to the Chairman and all other members and State Government and any other concerned authority which the Secretary may think fit within fifteen days after its approval. The minute book shall be open to Inspection at all reasonable times by any member of the committee and the authorised representative of the State Government. The minute book shall be kept in the safe custody of the Secretary.

## **12. Proceeding of the Committee to be placed before the Board and Government :-**

The proceedings of every meeting of the committee shall be placed before the Board at its next meeting and also to the Government thereafter.

### **CHAPTER 3**

#### **TERM OF OFFICE OF MEMBERS AND ALLOWANCES PAYABLE TO THEM**

## **13. The term of office of members of the Committee :-**

The members of the committee other than those who are also members of the Board shall hold office during the pleasure of the Government and in any case not exceeding a period of three years commencing on the first day of April next following his appointment and the members of the committee who are also members of the Board shall hold office during the pleasure of the Government for the period for which they hold office as members of the Board whichever is earlier: Provided that the members of the committee appointed for the first time after the appointed day shall hold office during the pleasure of the Government or for the period ending on the 31st March, 1983, whichever is earlier.

## **14. Drawal of travelling and daily allowance by official and non- official members :-**

The official members of the committee shall be entitled to draw the travelling and daily allowance in accordance with the Government rules for the time being in force. The non- official members for touring in the discharge of the functions of the committee under

the Act shall be entitled to draw travelling allowance and dally allowance as admissible to a member of the State Level Committee in accordance with rule I(b) of Appendix XLII-A of the Bombay Civil Service Rules, Volume-11.

(2) The Chief Executive Officer at the Board shall be the Controlling Officer for the travelling allowance and other bills of non-official members.